

Online Enrollment Instructions for New Employees

Welcome to the public sector! It's time to sign up for benefits using PEIA's Manage My Benefits system. On this system you can enroll for Basic, Optional and Dependent Life insurance, as well as your health coverage. Your benefit coordinator should have provided you with:

- a copy of the PEIA Summary Plan Description,
- a Shopper's Guide that shows the premiums for all available plans, and
- the Life Insurance booklet.

If you didn't get a hard copy, all of these documents are available on the PEIA website at www.wvpeia.com. Just click on Forms and Downloads.

Before you get started using the Manage My Benefits system, you'll need:

1. A working e-mail address. You may use an employer-provided e-mail, a personal e-mail account, or may set up a free e-mail account using a service like Gmail or Yahoo. Just please remember the e-mail address you use to register as you may need it for future access changes.
2. Names, addresses and, preferably, Social Security Numbers for individuals you intend to carry as dependents on your coverage(s) and/or name as beneficiaries of your life insurance policies (to receive the proceeds when you pass).
3. A user name and password you can remember.
4. Documentation substantiating any dependents you intend to enroll in the plan. For a list of the documentation we'll accept, see page 28 of the Summary Plan Description.

If you've gathered all of that, please visit www.wvpeia.com and click on the Manage My Benefits button at the top right corner of the page. When you enter the Manage My Benefits site for the first time:

a. Click on "Need to Register"

Benefits Administration System (BAS) Web Application

Attention: Our Site Has Changed!
If this is your first visit to the site since September 15, 2011, you will need to [register](#) again.

— Please Log In —

[Need to Register?](#)
[Forgot your username or password?](#)

Username:

Password:

Login

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b. Select the correct options from the list:

[Login](#)

Benefits Administration System (BAS) Web Application

New User Registration

Please select all that apply:

- ☐ I am applying for PEIA coverage for the first time.
- ☐ I currently have PEIA coverage (as a policyholder or dependent).
- ☐ I have previously had PEIA coverage (as a policyholder or dependent).
- ☐ I am the Benefit Coordinator and/or Web Contributions Coordinator for an agency.
- ☐ I am a member of PEIA Staff.

[Continue](#)

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c. Enter your information, accept the Web Usage Terms of Agreement, type in the Verification Code, and hit the "Continue" button.

[Login](#)

Benefits Administration System (BAS) Web Application

New User Registration

— User Information —

First Name:

Last Name:

SSN:

Verify SSN:

Date of Birth:

Use Format: MMDDYYYY.

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— Web Usage Terms of Agreement —

[\[Printer Friendly\]](#)

I understand that this portal allows access to and/or may collect personally identifiable information (pii) in an electronic format and that PEIA has put safeguards in place to ensure the privacy, security, and integrity of the information accessed and/or collected via this portal. If you have any questions, comments, and/or concerns about the privacy, security, and/or integrity of your pii, please feel free to contact the PEIA Privacy Officer at 304-558-7850.

To use this digital mark I agree:

1. That I will not share with any other person(s) the password, code or other security key required for use of the mark;
2. That the use of the mark represents confirmation of a record;
3. To notify the PEIA immediately once I become aware that the security key is compromised; and
4. That I understand that the provisions of W. Va. Code §61-3C-10 prescribe the penalties for the unauthorized disclosure of a password, identifying code, personal identification number or other confidential security information.


I hereby authorize the State of West Virginia hereinafter called STATE, to initiate health plan benefit changes for the policyholder named in the registration process as authorized by me, the user, via this

I have read and agree to the Terms of Agreement for Online Registration.

☒ **I Agree** ☐ **Disagree**

— Verification —



 **Verification**

Please enter the words you see in the box, in order and separated by a space. Doing so helps prevent automated programs from abusing this service.

- d. Create your user name and password, enter your e-mail address, select and answer the 3 security questions, and hit "continue"

Benefits Administration System (BAS) Web Application [Login](#)



New User Registration

— Username & Password —

This is what you will use to log into the Benefits Administration Web Application.

Username:

Password Strength


Password:
Verify Password:

 **Login Requirements**

Username:

- At least 4 characters in length
- Can contain letters or numbers

Password:

- Must contain at least 1 letter & 1 number.
- Must be 6-15 characters in length.

— Email Address —

Your email address will be used for communication regarding your web account and/or PEIA Benefits. Email addresses can not be shared between accounts (e.g., between a husband and wife who are both PEIA policyholders).

If you do not have an email address, check with your Internet Service Provider (ISP) as many provide free email accounts to their subscribers.

Email Address:

Verify Email:

? Email Address

To verify your email address was entered correctly, you will be emailed a validation link that you must click before you will be able to use the website.

— Security Questions —

If you forget your password, we will ask for the answer to your security questions.



- Enter an answer that is memorable, but not easy to guess.
- Answers should be a minimum of 4 characters long but not more than 30 characters.
- Enter answers that are not likely to change over time.

What was your childhood nickname?	<input type="text"/>
What was your childhood nickname?	<input type="text"/>
In what city did you meet your spouse/significant other?	<input type="text"/>
What is the name of your favorite childhood friend?	<input type="text"/>
What street did you live on in third grade?	<input type="text"/>
What is your oldest sibling's birthday month and year? (e.g., January 1900)	<input type="text"/>
In what city does your nearest sibling live?	<input type="text"/>

- e. Once you have completed this, your account has been created, and you will see this screen:

[Login](#)

Benefits Administration System (BAS) Web Application



Thank you!

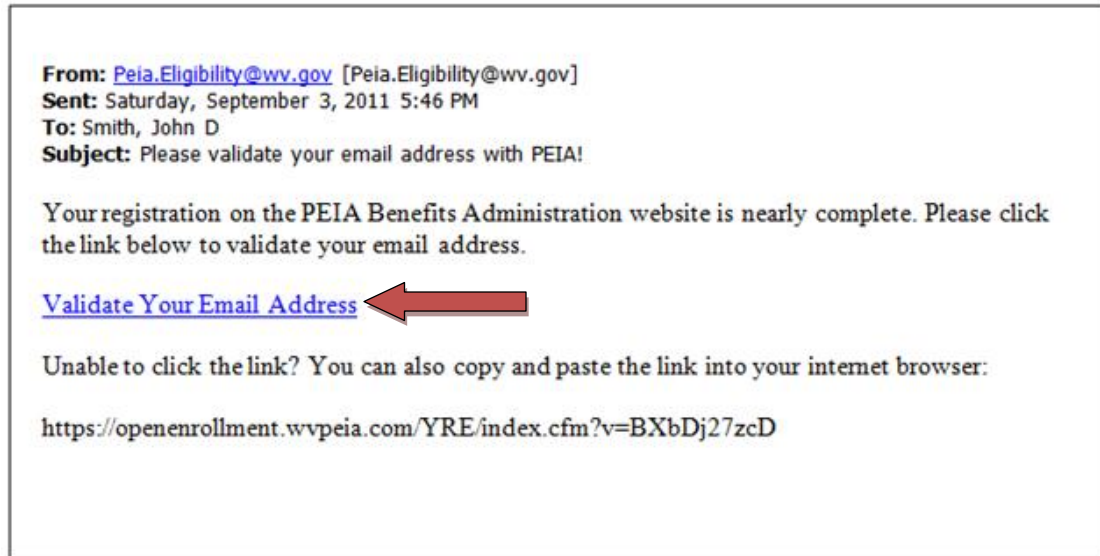
To ensure that your email address is correct and that you can receive email from PEIA, you must validate your email address. A validation email has been sent to **JOHNSMITH@DOMAIN.COM**.

[Wrong email address? Login with your new username & password to change it.](#)

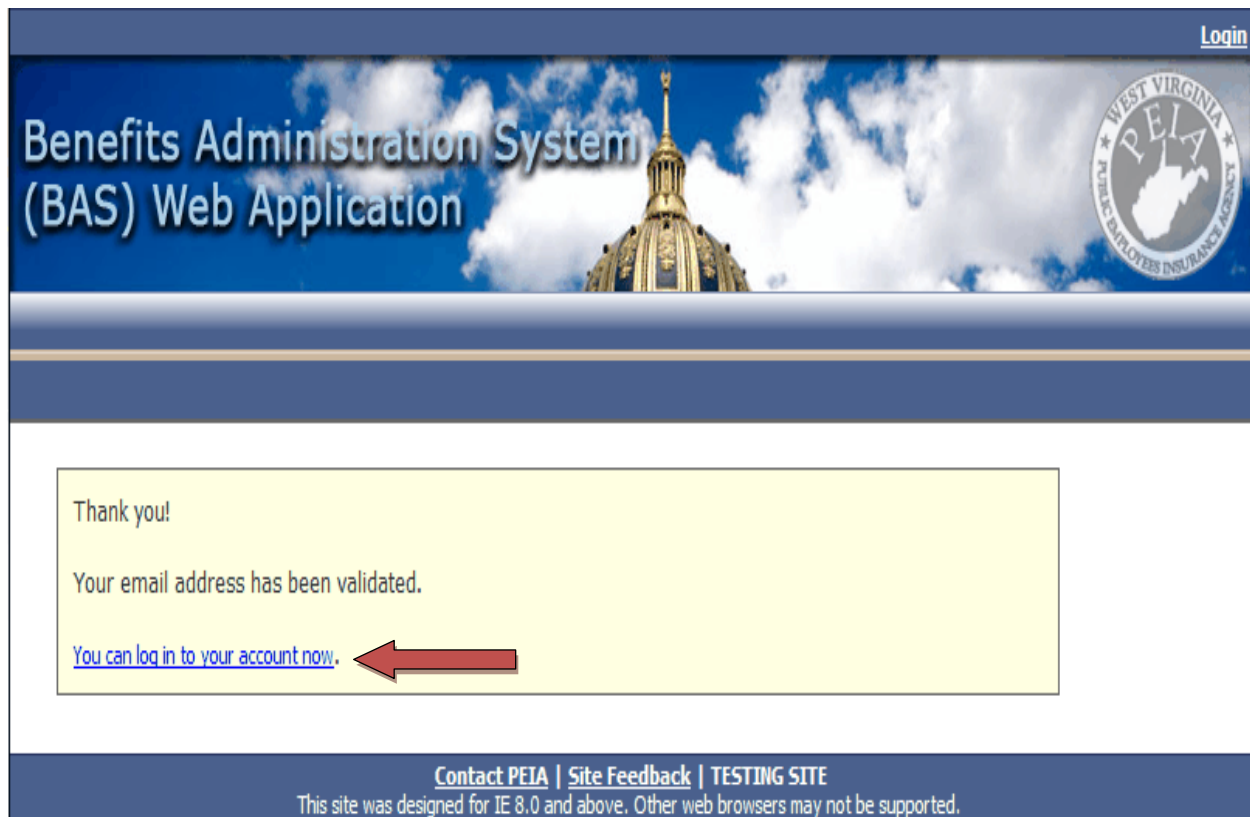
Before you will be able to fully use your online account, you must click the link provided in the email. You should receive the email within a few minutes, but it can take up to 24 hours.

Please make sure to check your spam/junk email filters. The email will be sent from **Peia.Eligibility@wv.gov**.

- f. The system will send you an e-mail to confirm your address. Click on the link in the e-mail:



- g. After validating your e-mail address, click on the link to log in and complete the registration process.




- h. Log in to your account with the user name and password you created earlier. You will then see this screen:

[Menu](#) [My Account](#) [Shopper's Guide](#)

Select Agencies

Policyholder: Your Employer

Only one employer can be associated with your Policyholder account. If you are unable to locate your Agency's name, please contact your Benefit Coordinator for assistance.




- i. Click on first letter of your agency name and then select the name of your employer from an alphabetical list. Please choose carefully! If you choose the wrong agency, it can delay the effective date of your insurance coverage!

Policyholder's Employer

All Agencies/Employers

Search Names:

 Search

-OR-

Name Begins With:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4
5 6 7 8 9

Search Results:


ABC COMMISSION

ACCOUNTANCY, BOARD OF

ADDISON (WEBSTER SPRINGS), TOWN OF

ADJUTANT GENERAL

ADMINISTRATION, DEPT OF

 Instructions

You can search by Agency Name using the search box, or by clicking the starting letter to view the alphabetical list of Agencies.

Once you find the correct agency, click the agency name.

- j. You will then see a screen asking you to enter additional information. Click SAVE when finished.

Menu My Account Shopper's Guide

Policyholder Details

Please enter the required information below to continue establishing your New Employee/Policyholder account. **Bold** fields are required.

— Employee Information —

Hire Date:
Use format: MM/DD/YYYY (e.g. 09/09/2011)

First Name: John

Middle Initial:

Last Name: Deere

Date of Birth: 09/15/1981

Gender

☐ Female ☒ Male

— Contact Information —

Address:
Address Continued:

City:

State:

County:

Zip/Postal Code: -

- k. You should then see a screen similar to this:

Select Role Welcome, Olivia! (Logout)

Benefits Administration System (BAS) Web Application

Menu My Account Shopper's Guide

Role Management

— Active Roles —

Policyholder 

Your Current Roles

Click the **Log In** button to log in as that role.

— Add a New Role / Add an Agency or Employer to an Existing Role —

Select Role(s) to Add:

☐ Benefit Coordinator

☐ Web Contributions Coordinator

Information

You can add a new role to your existing roles at any time, but all changes are subject to PEIA approval before they can be activated.

- I. The Manage My Benefits system will walk you through the enrollment process, offering all of the health and life coverage available. The first step is Basic Life insurance, since no coverage is available without the Basic Life. As you complete portions of your enrollment, new options will become available on the enrollment screen, until you've completed the entire process.

Logged In As: Policyholder Welcome, John! (Logout)

Benefits Administration System (BAS) Web Application

Enrollment Selection Menu My Account Shopper's Guide

Coverage Options

Our records indicate that you currently do not have Basic Life Insurance coverage. You must have Basic Life Insurance to enroll for health insurance or Optional/Dependent Life Insurance coverage.

Would you like to enroll in Basic Life Insurance coverage?

Employee Ages	Coverage Amount
Under 65	\$10,000.00

Yes: ☒ No: ☐

Save Cancel

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- m. You must SAVE each type of coverage separately as you complete each screen. You will be able to print out a summary of your choices using the "View My Pending Changes" button on the main menu once you have completed enrolling for your benefits.
- n. Once you've completed your online enrollment, the Manage My Benefits system will send an e-mail to your benefit coordinator notifying him/her. **You MUST take the documentation of your dependents' eligibility (see #5 above) to your benefit coordinator NOW.** Your benefit coordinator cannot approve your enrollment until he or she has documentation in hand. If you don't get your documentation turned in promptly, it could delay the start of your benefits!
- o. When your benefit coordinator has approved your enrollment, you will receive an e-mail letting you know it's done. If for some reason your benefit coordinator has to disapprove your enrollment, the system will send you're an e-mail with the reason for the disapproval. You'll need to go back online or contact your benefit coordinator to fix whatever the problem is.

If for some reason you have to log out of the system in the middle of your enrollment, you can log back into the system later to complete your work. Just remember that you have the month you're hired and the following two months to make your selections. Coverage begins on the first day of the month following the date you complete your enrollment; if you wait too long, you could delay the effective date of your new coverage. If you do not enroll for coverage during the month you're hired or the following two months, you will have to wait until you have a qualifying event or until the next Open Enrollment.